

Cataloging Imperfect Copies

September 2005

If efforts to obtain a perfect copy from a vendor fail or no replacement is available:

1. Catalog and process book as per normal procedures
2. Insert goldenrod BINDING/SHELF PREPARATION slip. On the slip indicate missing/blank pages, damaged pages, etc.
3. Charge book to Shelf Preparation.

From there it will be forwarded to the Preservation Review unit in Conservation Services for treatment decision making and necessary repairs. Books requiring ILL requests for replacement pages will be forwarded by Preservation Review to the Reformatting Group of the Preservation and Imaging Department.